SAMPLE PLAN TEMPLATE
(Use of this template is at the discretion of each IC)

IC NAME
(Division Name, if applicable)
SECTION 508
WEB IMPLEMENTATION PLAN

1.   INTRODUCTION

2.   STATEMENT OF PURPOSE

3.   SCOPE

4.   APPROACH – (*For each step, explain what you did or what you plan to do based upon the criteria stated for that step*)

Two parts address the web implementation of Section 508 at *IC NAME*: Setting the stage and Implementation.

Part One: Setting the Stage

Step 1: Set up communication channels

Criteria - Create a mailing list or other communication mechanism for sharing information with individuals responsible for web sites in your IC. Be sure to include managers of *future* sites as well as existing ones when creating your list.

Although the standards have been set, new interpretations, tools, training and information resources regularly become available, and sharing this information is vital. Assign at least one individual with coordination and information sharing responsibilities.

Unless your IC has created centralized resources for 508 compliance, individuals responsible for the sites are responsible for making them compliant. Although some of these individuals will be technically inclined and others not, we will call them all *site managers* for simplicity in this document

Step 2: Become familiar with the Section 508 standards

Criteria - Provide information to site managers, other hands-on contractors and staff about Section 508. Before making changes to your Web pages, technical and non-technical individuals should become familiar with the broad goals related to Section 508 and accessibility issues in general. See http://www.access-board.gov/news/508-final.htm

Step 3: Learn the technical details

Criteria - Staff and contractors responsible for the hands-on development of Web pages should become familiar with the details of the 16 individual items necessary to be compliant with Section 508. See http://508.nih.gov/final/web/doug/web.html

Step 4: Learn about the tools

Criteria - There are various evaluation, repair and transformation tools available for diagnosing or fixing your site. See http://www.w3.org/WAI/ER/existingtools.html

It is possible to create pages that are technically compliant yet still very inaccessible. Therefore, it is highly recommended that you run your web site through a screen reader such as JAWS, WindowEyes or IBM Home Page Reader to further assist with compliance.

Step 5: Prioritize our site(s)

Criteria - Create a list of the sites at your IC. Prioritize the sites based on their usage (i.e. users or # of hits). Sites that are more heavily used should receive a higher priority (e.g., more resources or support) towards becoming 508 compliant.

Part Two: Implementation

Step 1: Assess our site(s)

Criteria - Perform an assessment of your individual sites.

Specific ways of assessing a site can vary depending on how the site was set up. For example, simple sites with many pages using the same template should be assessed differently than a complicated site with many different page designs. Sites with interactive programs and scripts should anticipate the potentially large number of resulting interfaces a user may encounter.   Each assessment should be planned to leverage the site's particular organization or technical infrastructure to be as efficient as possible.

Site managers should create a written assessment for most (but not necessarily all) sites, in order to perform the following steps. See http:// for some tools and resources for assessing a site.

Step 2: Plan our fixes

Criteria - Unless a site has few problems that can be quickly and easily fixed, a written plan for fixing the site should be created. The plan should prioritize the fixes based on:

- <u>Level of effort</u>: Problems that can be fixed quickly and easily should generally be done first. Site management tools or dedicated retrofitting tools may make otherwise difficult fixes straightforward.

- <u>Problem Priority:</u> Some problems identified in section 508 may make a site or page completely unusable by a screen reader--others may just add inconvenience. The bigger the barrier created by a problem, the higher a priority it should be.

- <u>Schedule</u>: Problems that can be fixed as part of other site changes or modifications should be integrated into those plans.

- <u>June 21 Deadline:</u> Any new site launched after June 21 must be completely compliant. A good faith effort should be made for compliance of existing sites. This written implementation plan will demonstrate your commitment in case the level of effort, schedule and available resources do not make it possible.

Step 3: Plan our resources

Criteria – Write procedures that ensures the resources you need are available. This can include people, hardware, software and training.

Step 4: Provide information to the public about our 508 activities

Criteria - Provide links on your home page (or other prominent pages) providing users information about the accessibility level of your pages, and a contact for obtaining information about your 508 compliance efforts.

If there are alternative methods of obtaining information on your site is available, provide that information as well. For a sample see ***Attachment 1.***

Step 5: Fix our site(s); keep it compliant

Criteria - Implement your changes according to your proposed implementation plan. The ongoing accessibility of your pages should be integrated into the procedures to keep your site maintained.

Step 6: Test our site(s)

Criteria - Test your pages using screen readers or assessment tools. See
http://www.w3.org/wai/er/existingtools.html

Step 7: Document time spent

Criteria - It is recommended that each site manager keep track of the time spent on making each of their sites compliant. This will not only assist in preparing for future IC IT budgets but will make this statistical information easily accessible when asked for from the Agency (NIH) or the Department (DHHS). ***See Attachment 2.***

Step 8: Document our success

Criteria - Write procedures to document that a site is Section 508 compliant.

Step 9: Validate our site(s)

Criteria - Performing third party certification will provide an extra level of comfort that a site is compliant, but providing this type of additional resources or effort is an IC decision. In any case, it is strongly recommended that your high usage sites receive validation and reporting resources beyond the local development staff.

5.   PROPOSED IMPLEMENTATION SCHEDULE
         Include, as a minimum, the following in your schedule:

                  URL for each Web site
                  Number of pages associated with each site
                  Estimated number of hours it will take for each site to become compliant
                  Estimated time of completion for each site to become compliant

6.   COST ESTIMATE FOR COMPLIANCE
                  People (# of people, # of hours, hourly rate)
                  Hardware & Software Purchases
                  Training Needs

7.   SUMMARY

<u>*SAMPLE*</u>

<u>*IC NAME* **WEB SITE ACCESSIBILITY INFORMATION**</u>

The Web sites at *IC NAME* are currently being modified so that they may be accessible to all users, and compatible with screen readers and other assistive technologies in order to comply with the Section 508 Standards. This is an on-going process.

It is possible that you may encounter problems when accessing certain pages. If this is the case and you would like additional help accessing or understanding information on any *IC NAME* Web page, please contact us *(fill in the name of your contact person, their phone number and/or email address and any other pertinent information you may need to provide assistance to your customers).*

If you have any questions about *IC NAME* on-going efforts to make its Web-based information accessible, or if you wish to report an accessibility problem regarding one of *IC NAME* Web pages, please contact us at *(fill in your contact information)*.

Section 508 Examination
of Web-Based Applications

High Level URL	# of Pages	# of Pages Examined and Modified	# of Pages Examined and Not Modified	# of Hrs Spent Examining and Modifying